



Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

opi.mt.gov

## Indian Education for All Progressive Grant Proposal

**Return to:** Teresa Veltkamp  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

For OPI Use Only  
County \_\_\_\_\_ Co # \_\_\_\_\_  
District Name \_\_\_\_\_ LE # \_\_\_\_\_

**Deadline:** December 7, 2009

**Project Year 1:** July 1, 2009 – June 30, 2010

**Project Year 2:** July 1, 2010 – June 30, 2011

### PART A. GENERAL INFORMATION

1. Prime Applicant District (District Designated Fiscal and Administrative Agent)

☐ Elementary or ☐ High School or ☐ K – 12

School District Name

LE#

County

2. Project Director

Name

Position

Telephone

E-mail

Fax

3. Submitted by:

Authorized Representative

Title

Date

Telephone

Mailing Address

City

Zip Code

Statement of Assurances: The Board of Trustees submitted a Common Assurances form to the Office of Public Instruction for the 2009-2010 school year, and no circumstances affecting the validity of the assurances have changed since its submittal. Further, the Board of Trustees certifies the district will carry out the proposed project in accordance with the Office of Public Instruction proposal guidelines and Indian Education for All (MCA 20-1-501).

Signature

Designated Authorized Representative

☐ Superintendent

☐ Principal

☐ County Superintendent (if there is no Superintendent or Principal)

☐ Approved Exception

\*Board of Trustees of the Prime Applicant must be informed if district is awarded an Indian Education for All grant.

## BACKGROUND INFORMATION

MCA 20-1-501, also known as Indian Education for All, reads: *Every Montanan... whether Indian or non-Indian, be encouraged to learn about the distinct and unique heritage of American Indians in a culturally responsive manner...all school personnel should have an understanding and awareness of Indian tribes to help them relate effectively with Indian students and parents...Every educational agency and all educational personnel will work cooperatively with Montana tribes...when providing instruction and implementing an educational goal.*

### What are the specific goals of the Indian Education for All IEFA Progressive Grant?

The goal of this grant is to promote sustainable Indian Education for All (IEFA) implementation efforts in Montana school districts. Grant recipients will receive differentiated support to progress toward the development of a comprehensive IEFA plan, sustained by regular funding and staff. Each district's grant activities will be appropriate to the level of readiness as identified in a pre-survey (see "Resources," p. 4).

### What are the expectations for grant implementation and evaluation?

1. A professional development plan projected beyond the funding period to involve representatives from teachers, administrators, and school board members;
2. An outline for tribal involvement with a list of anticipated consultants, collaborators, and resources;
3. A process narrative (options may include online forums, written narrative, photo diaries, video) recording participants' observations and responses to activities;
4. A communication plan for sharing information with stakeholders throughout the project (newsletter, email, presentations to school board, PTA, etc);
5. Identification of appropriate steps toward Comprehensive IEFA Plan development (examples of steps listed under "**recommended activities**" below);
6. Final program report will include analysis of pre- and post-survey, a description of challenges, successes, recommendations, and a complete fiscal report.

### What are appropriate activities for each level of readiness?

1. *Novice level* –Schools, districts or consortiums with minimal experience and training in IEFA.

*Goals:* to acquire background knowledge, increase comprehension of IEFA

**Recommended activities encourage transformation in understanding.**

*Examples:* Attend trainings/conferences; review materials; purchase materials; build partnerships with tribal mentors; travel to reservations, cultural/historical sites with guidance from tribal experts; engage in book study.

2. *Nearing Proficiency level* –Schools, districts or consortiums with some experience and training in IEFA.  
*Goals:* apply knowledge gained in IEFA trainings and continue Level 1 activities.

**Recommended activities focus on changing instructional practice; may also continue Level 1 activities.**

*Examples:* Analyze materials, curriculum and practices currently in use; develop rationale for IEFA implementation; continue partnership with tribal mentors; identify local resources; apply and adapt IEFA lessons and materials; observe expert IEFA educators; expand pool of participants; develop peer mentoring.

3. *Proficient level* –Districts or consortiums with significant experience and training in IEFA.

*Goals:* synthesize knowledge of IEFA into a sustainable and comprehensive IEFA plan.

**Recommended activities center around development of Comprehensive IEFA Plan (described below).**

*Examples:* Identify all stakeholders; engage representative team in evaluating resources and needs; ensure participation by all staff; develop rationale; examine and adapt policy and curriculum mapping; establish a timeline for completion of each component of the Comprehensive Plan.

**A Comprehensive IEFA Plan** will be developed by grant recipients demonstrating a level of "Proficient." While not a required outcome of every grant project, activities of all grant projects must increase the district's readiness to develop the following:

**Essential Components of Comprehensive IEFA Plan**

1. Written rationale for implementation of IEFA addressing legal, ethical, and instructional factors with attention to the district's unique local and historical context
2. Plan for projected expenditure of ongoing state IEFA funds
3. Inclusion of IEFA in policy, curriculum mapping, and integration coordinated with 5YCEP
4. Commitment to continuing professional development beyond grant period
5. Identification of local resources for reference; resources may include historical sites, museums, culturally knowledgeable personnel, helpful texts, available primary source documents and/or artifacts, etc.
6. Plan for regular review of instructional materials and resource lists
7. Definition of expectations for all school personnel; assessment aligned with expectations
8. Regular assessment of the plan for effectiveness

**What is the timeline of the project?**

Progressive grants will involve a developmental grant process over an 18 month period with substantial involvement/collaboration on the part of the OPI grant manager. The first grant award will end June 30, 2010. Upon submission of expenditure and progress reports showing satisfactory results, a second grant award for the 2011 fiscal year will follow.

**Who is eligible to apply?**

Public school districts or a consortium of public schools are eligible to apply for Indian Education for *IEFA Progressive Grants*. A pre-survey administered to school staff will assess level of readiness for planning appropriate grant activities.

**What is the amount of the grant award?**

Grant awards are available in a range of approximately \$1,000 to \$25,000 for each project. Approximately 15 grants will be awarded.

**When are applications due?**

All application materials are due December 7, 2009. Notification of award by January 4, 2010.

**What qualifications or criteria must be met in the grant project application?**

- **Essential Understandings:** A project must align its goals and activities to the Essential Understandings Regarding Montana Indians. See <http://opi.mt.gov/pdf/indianed/resources/EssentialUnderstandings.pdf>
- **Use of accurate and authentic resources:** Projects must include content about at least one Montana tribe. Districts must work cooperatively with a Montana tribal government entity, a tribal college, a tribal educator, or an Indian education organization.
- **Pre/Post-Survey:** download from <http://www.opi.mt.gov/PDF/IndianEd/SchoolSurvey.pdf>  
**Surveys must be completed prior to the start of the project** to identify IEFA needs **and at its completion** to assess effectiveness. Districts are required to survey grant participants. Results must be submitted to the Office of Public Instruction.

- **Proposal Components:**

The Indian Education for All Progressive Grant proposal must be no longer than ten (10) pages total (1.5 line spaced, and 12 point font) and must include the following components:

1. **Abstract:** Provide a one paragraph description of the proposed project.
2. **Narrative:** Provide a clear, detailed description of the following:
  - a. Description of prior district experience regarding IEFA
  - b. Identification of readiness level supported by brief analysis of survey results
  - c. Measurable goals/outcomes of grant project related to overall goals of grant
  - d. Project activities and corresponding timeline
  - e. Staff members involved with the process
3. **Detailed Budget:** Budget should be linked to project objectives and goals and should support the project activities. Spending must be limited to activities and materials that directly support IEFA implementation. **Technology purchases are prohibited.** Expenditures such as gas mileage, professional leave time; substitute teachers, conference fees, etc. are allowable if they are in direct support of IEFA professional development, planning or implementation.
4. **Evaluation of Project:** A brief explanation of how the project will assess its effectiveness in meeting the proposed measurable goals and objectives.

**Send completed applications to:**

Teresa Veltkamp  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**Resources:**

Indian Education for All Teacher Survey

<http://www.opi.mt.gov/PDF/IndianEd/SchoolSurvey.pdf>

Essential Understandings Regarding Montana Indians

<http://opi.mt.gov/pdf/indianed/resources/EssentialUnderstandings.pdf>

A Guide for Evaluating Indian Education Services, Products, and Materials

<http://www.opi.mt.gov/PDF/IndianEd/EvaluatingIndianEd06.pdf>

A Process Guide for Realizing Indian Education for All: Lessons Learned from Lewis & Clark Elementary School

<http://www.opi.mt.gov/PUB/PDF/IndianEd/08ProcessGuide.pdf>

For technical assistance please contact:

Teresa Veltkamp  
Indian Education Implementation Specialist  
(406) 444-0726  
[tveltkamp@mt.gov](mailto:tveltkamp@mt.gov)



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## Indian Education for All Progressive Grant

### CONTINGENT UPON AVAILABILITY OF FUNDS

The budget period is July 1, 2009 - June 30, 2010. Amendments to this budget may occur during the budget year; however, amendments must be in writing and submitted to the OPI no later than June 1 of a budget year.

Applicant: \_\_\_\_\_

County: \_\_\_\_

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. <b>SUB-TOTAL DIRECT COSTS</b>				
4. Indirect Costs _____ %				
5. <b>TOTAL BUDGET</b>				
6. <b>OPI Use Only: Approved By/Date</b>				
OPI USE ONLY Project No. <input type="text"/>				

For assistance with program questions, contact Teresa Veltkamp, (406) 444-0726, tveltkamp@mt.gov. For fiscal questions, contact Jurenne Fuchs, (406) 444-2560, jfuchs@mt.gov.

## Example Indirect Cost Calculation

To calculate Indirect Costs on Line 4: If approved rate is 4.32% and total grant award is \$40,000 and equipment cost on Line 5 is \$5,500:

$$\frac{\text{Indirect Cost Rate}}{(1.00 + \text{Indirect Cost Rate})} \times \text{Total Award less Equipment (Line 5) } (\$40,000 - \$5,500) = \text{Line 4}$$

$$\frac{.0432}{1.0432} \times \$34,500 = \$1,428.68 \text{ (Line 4)}$$

To check, multiply the approved rate times Line 3.